

INSTRUCTIONS FOR COMPLETION OF EF-V-128

1. Approved Budget – This column should reflect the actual approved budget in the original grant.
2. Proposed Increase – This column should reflect the line categories from the original budget which are to increase (Total proposed increase = total proposed decrease).
3. Proposed Decrease – This column should reflect the line categories from the original budget which are to decrease (Total proposed increase = total proposed decrease).
4. Amended Budget – This column should reflect the budget for which approval is being requested.
 - Administration/Indirect Costs include all costs associated with the administration of the project.
 - Personnel Costs include the salaries and fringe benefits of project employees.
 - Equipment includes capital and nonconsumable items costing \$1,000 or more. Remember that equipment must be clearly coded to identify the source of funds, be reflected in a properly maintained inventory of federally-funded equipment, and remain the property of the school.
 - All Other Direct Costs include all costs other than administration, salaries/fringe benefits, and equipment. Supplies which total \$300 or more must be itemized.

Please submit a signed original and three copies to:

Margaret Harvey
Workforce Education Team
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023